# OpenGov Reports

Each report contains a set of pre-filtered Views. You may drill down within these views or you may use the Filters to create your own view of the data. A list of all available views can be found by scrolling down in the left hand panel. You can click on any view to change the data set being presented.

The top of the report page will show the information as a chart. The bottom of the page will show a table with the data.
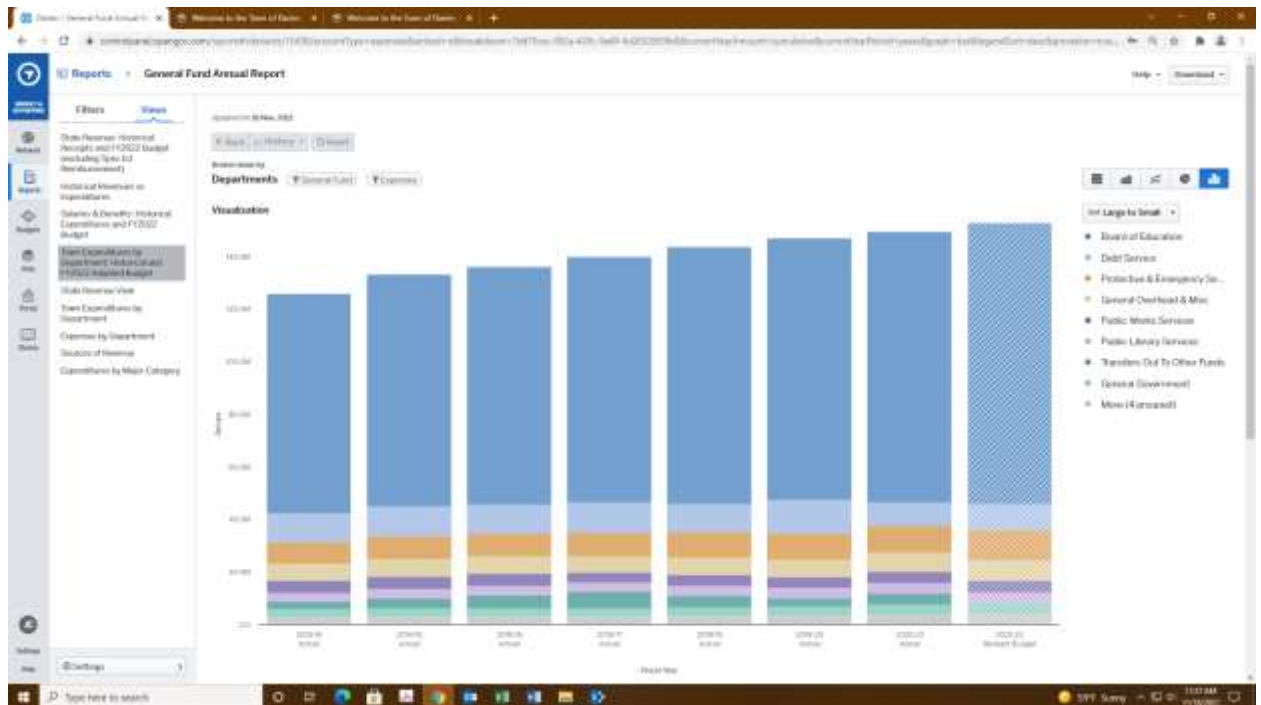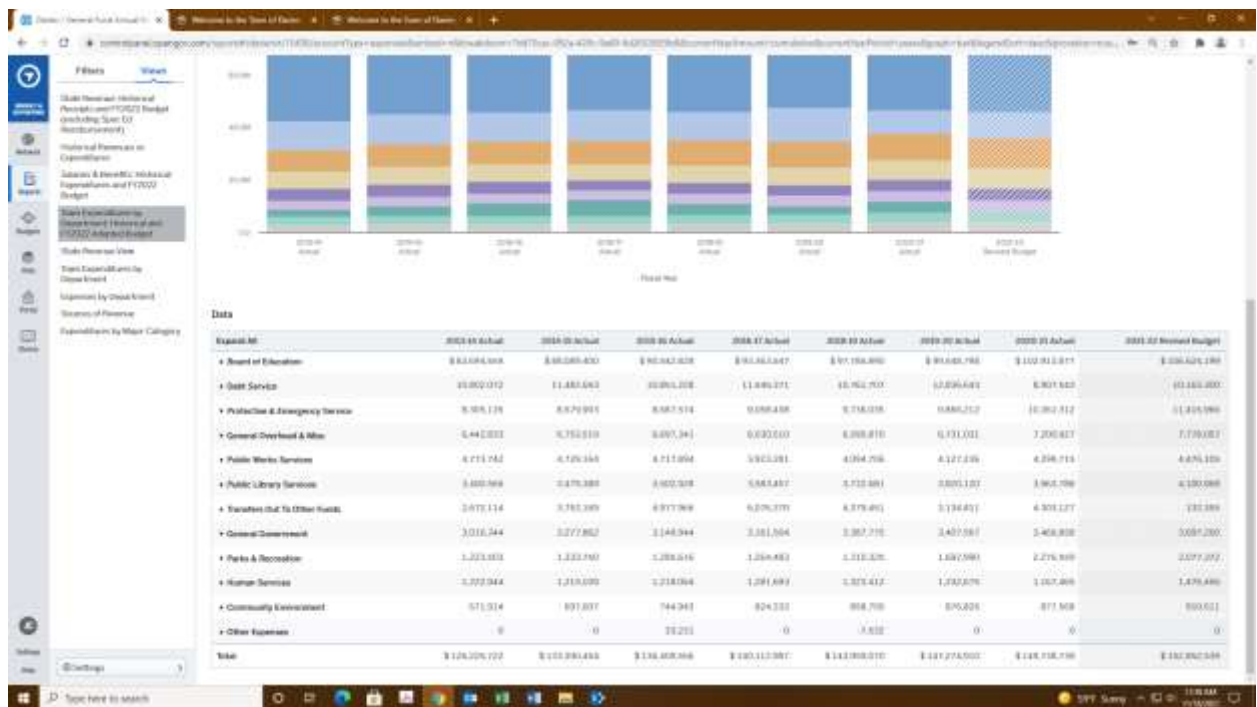
The panel on the left of the screen contain pre-filtered "Views". Click on any view to see the information.

The list to the right of any graph can be used to drill down into the detail. You can also expand the sections in the table to additional detail. If the report has a pie chart, there will be a slider beneath the chart. Moving the slider will allow you to see each column of the data as a pie chart. The icons above the list can be used to change the chart type used to display the data.

You can create your own data set by using Filters.

1. Click on "Filters: at the top of the left panel.
2. Click on Show to select what you would like to see:
   a. Expenses
   b. Revenues
   c. Revenues vs Expenses
3. Click on Broken Down By to select how you want to see the data:
   a. Funds (compare expenditures and revenues across funds)
   b. Departments (compare expenditures or revenues across departments)
   c. Expense Type or Revenue Type (see data for specific revenue or expenditure categories (Full-time Salaries, Overtime, Office Supplies, etc.)
4. Use the Filtered By drop downs to further refine your selections:
   a. Funds (General Fund, Parking Lot Operations, Sewer Operations)
   b. Departments (Select any or all from the list)
   c. Expense or Revenue Type (select any or all from the list)
5. Select which Fiscal Years you want to display by using the sliding scale.

6. Once you have set your filters, use the chart/graph icons in the top right corner of the screen to select the best chart or graph for the data you have selected.

Example Report: What has the Police Department spent on Overtime for the last 5 Years?

1. Use the Police Department -Expenditures by Type view.
2. Apply the following Filters:
    a. Show: Expenses
    b. Broken Down By: Expense Type
    c. Filtered By:
        i. Funds: General Fund
        ii. Departments: Police Services (Protective & Emergency Services > Police Services)
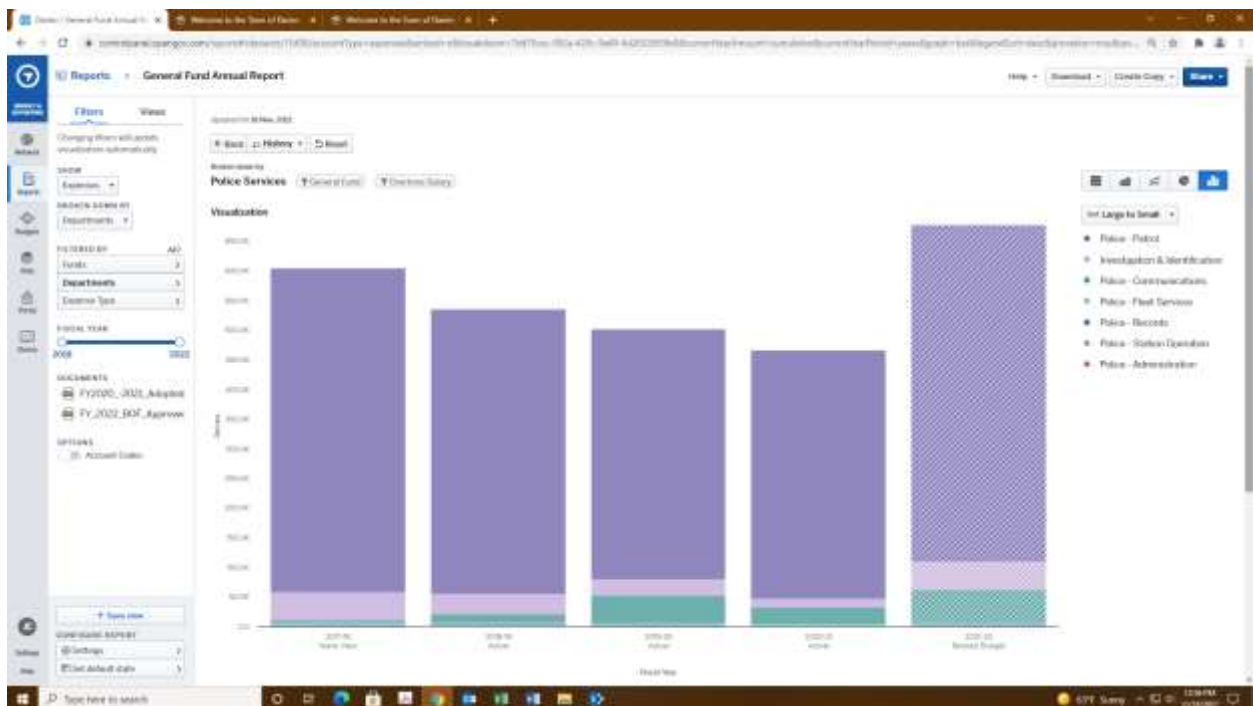   iii. Expense Type: Overtime (Personnel > Overtime)
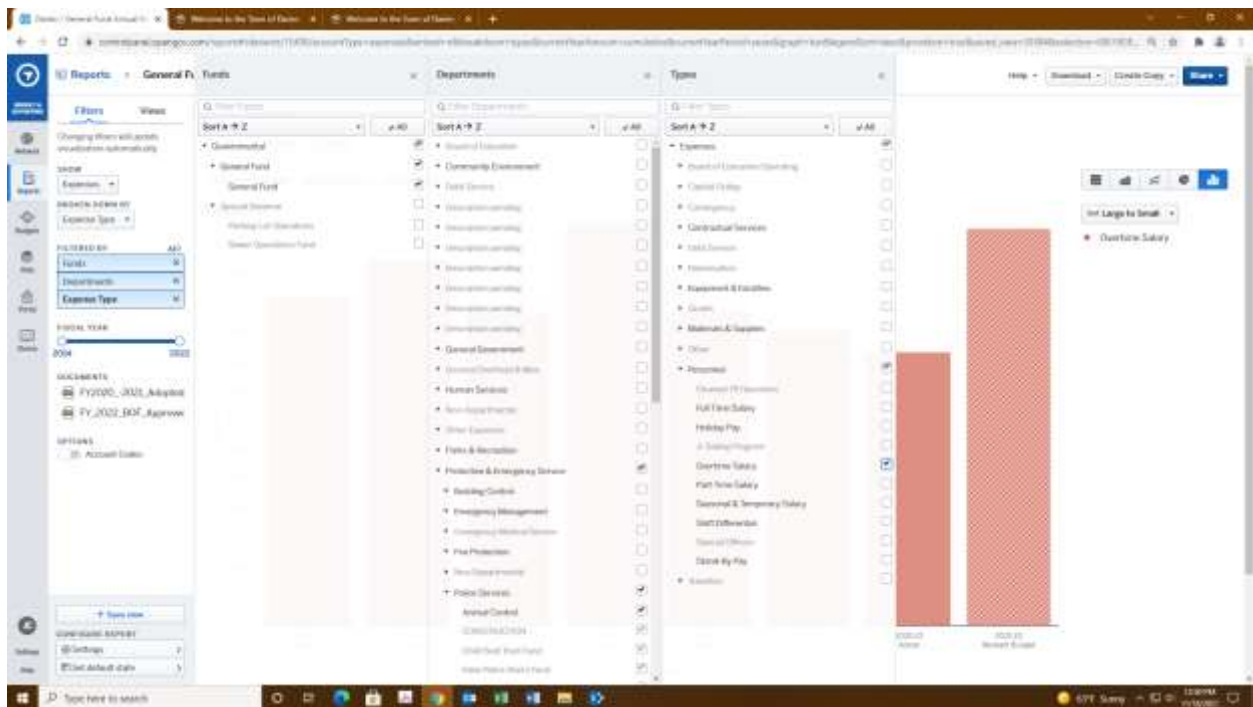
3. Close the Funds, Departments and Types panels to see your chart and data.

I have displayed the information as a bar chart
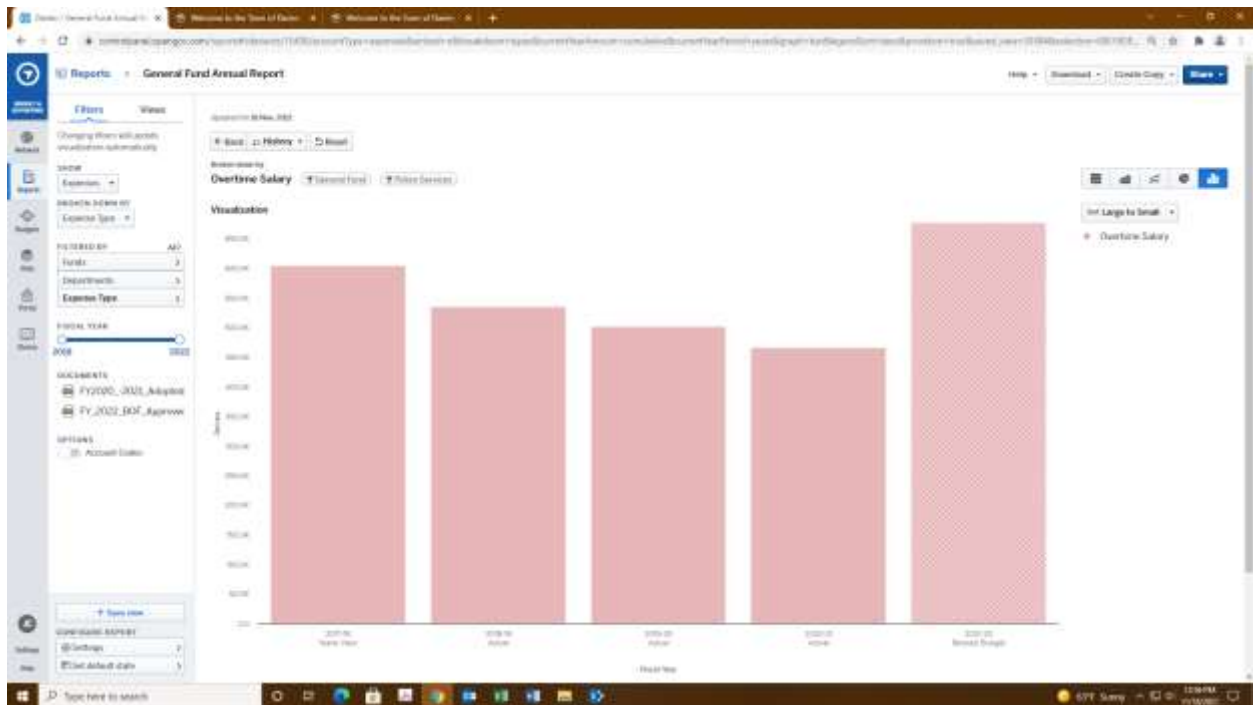
Now, I've decided that I am not interested in total Police overtime. I really want to see how it is broken down by the many Police Divisions.

1. In the filter, change Broken Down By to Departments

After seeing this, I have decided I am only interested in Patrol overtime.

1. Click on Police-Patrol to the right of the chart.